

## View/Add Grant Contacts

Available to LEA Administrators

Adding school personnel to Egrant system

- Click the 'Add/View Grant Contacts' icon on left side menu
- Click 'Add a Contact' Icon
  - To add a new contact
- OR-
- Click 'Go' Icon
  - To load contacts already added
  - Drop down arrow to see school contacts
  - Select one to see/change their information

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## Add Contact

Available to LEA Administrators

- Click 'Add a Contact' Icon
  - \*Adding information\*
- Starred items are required
- Enter names and email carefully as this is what system looks for when assigning a Login & Password
- Position
  - Drop down only when Superintendent or Business Manager are made inactive or deleted
  - Can type a position in
- Save icon to save the information
- Inactive Icon
  - To make a contact inactive (maybe reassignment of staff, or staff has moved away)
  - May not want to delete as it will delete anything that person has entered into the system

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# Permissions/Authorizations

Available to LEA Administrators

- To start the permissions/authorizations click the “Go” for the Consolidated Application grant.
- This system will be used for more than the Consolidated Application. That is the reason for having to select Consolidated Application.

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# Permissions/Authorizations (cont.)

- Grant Representatives
  - Lists the Superintendent and Business Manager
- Grant Application Representatives
  - Authorized Representative
    - Automatically defaulted to the Superintendent
    - Superintendent or Business Manager can assign another staff to this position (only those people who have already been added in the contact information) – someone with legal authority to sign the application
  - Fiscal Representative
    - Automatically defaulted to the Business Manager.
    - Can be assigned to another staff (only those people who have already been added in the contact information) – someone with authority to make the fiscal decisions and submit the fiscal portion of the application
- Remember to hit the **SAVE CHANGES** button to save this information.

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## Permissions/Authorizations (cont.)

- Required contacts
  - McKinney-Vento Homeless Liaison
    - Can be anyone in the Contact list
  - Title III (LEP and Immigrant)
    - Someone other than the Superintendent
  - Title I Part A (School Improvement)
    - Can be anyone in the Contact list
    - The person in charge of receiving school improvement information in your district
  - Title I Part A (Alternative Contact)
    - Someone other than the Authorized Representative
- **Remember to hit the "Save Changes" button**
- If this section is **not** filled out the little blue pop-up will appear
- This section will also remain red until completed

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## Permissions/Authorizations (cont.)

- Grant Sections & Contacts
  - Use the down arrow to select the contact
  - Use the down arrow to select the role
    - Read (read only)
    - Edit (make changes)
    - Contact (make changes and submit the section)
  - Can add contact to all sections OR
  - Can select the sections for which to add the contacts
  - Can also use this feature to remove contact for all sections
  - More than one contact can be added to a section (district decision)
  - **Remember to hit the "save changes" button**

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